

START THE HOLIDAYS RIGHT!

REGISTER IN ONE OF SHELTON'S OFFICE ADMINISTRATION CLASSES

In Shelton's Office Administration program, students have to chance to learn skills that are needed in today's business world. Shelton's OAD program offers keyboarding, accounting, office machines, records management, medical transcription, paralegal studies, word processing, business English, and office procedures classes.

Some of the OAD classes offered Spring Semester include:

OAD 103 COMPUTER KEYBOARDING

In this introductory class, students learn basic keyboarding skills for computers, word processing, and how to use typewriters. This class is offered on the Fifteenth Street Campus during the day and evenings.

OAD 228 WORDPERFECT 6.0 FOR WINDOWS

This popular class is offered by the college for people who are interested in updating their computer skills. WordPerfect for Windows classes are offered on a beginning and an advanced level. These OAD 228 classes are offered during the day and evenings on the Fifteenth Street Campus.

MEDICAL TRANSCRIPTION CERTIFICATE PROGRAM

The demand for qualified medical transcriptionists far exceeds the supply. Medical transcriptionists must be skilled in English grammar, spelling, and have an excellent command of anatomy, laboratory procedures, pharmacology, human diseases, surgical procedures and medical terminology.

At Shelton we produce job-ready medical transcriptionists!

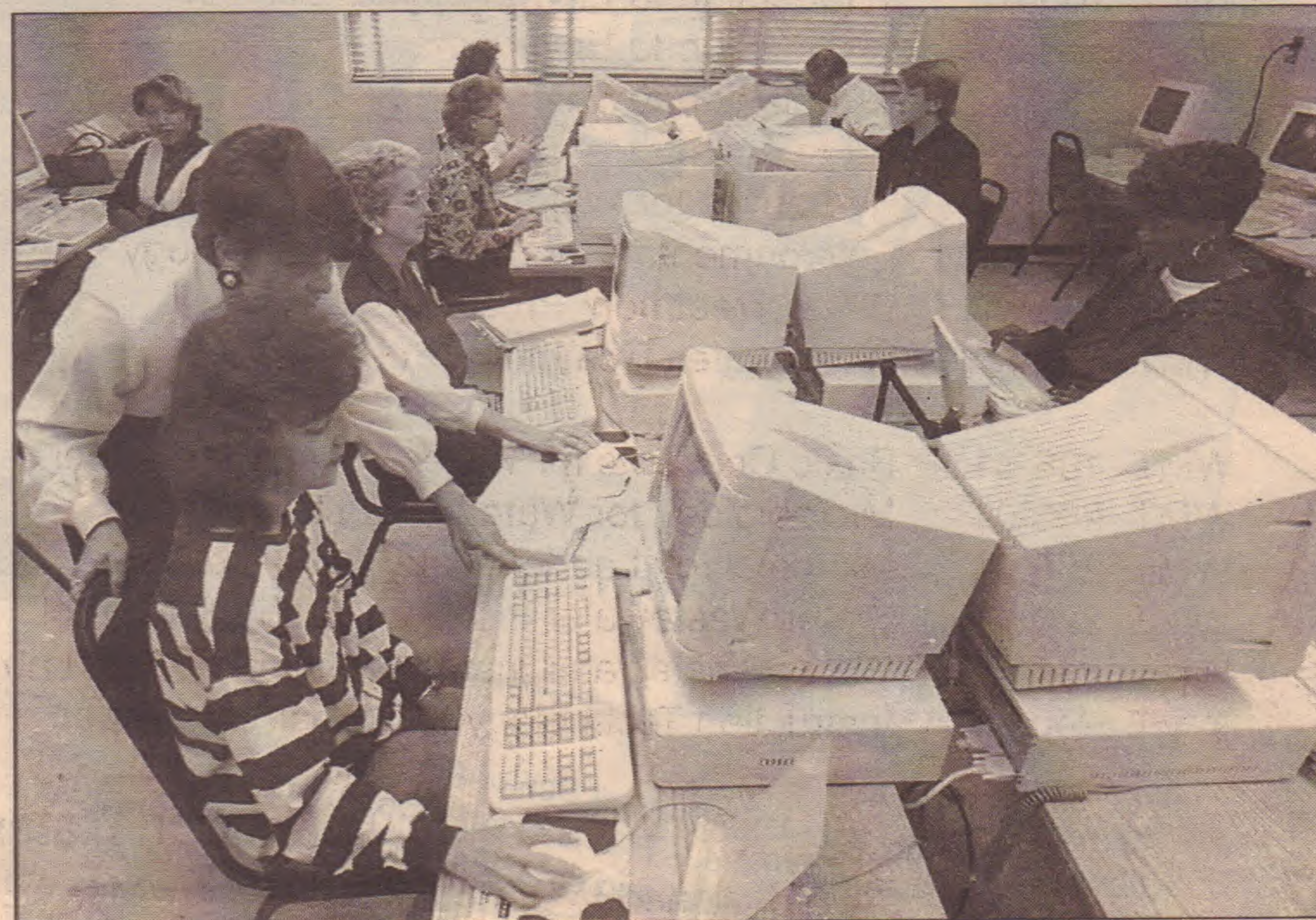
For more information on any of Shelton's OAD courses, call 391-2438.

ANNOUNCING CPS EXAMINATION

May 4, 1996

The CPS (Certified Professional Secretary) Examination, a department of Professional Secretaries International (PSI), will be administered May 4, 1996 at Shelton State Community College.

Application, fees and supporting documents must be postmarked by March 1, 1996. For an application and more information, call 391-2438.



DECK THE HALLS

SHELTON STATE'S MEN'S CHORUS

Do you like to sing? Would you like to be part of an exciting new musical group? Beginning in January, Shelton will offer students at the college, along with the West Alabama community, an opportunity to be part of a new Men's Chorus. This new Men's Chorus will rehearse two days a week. One session will meet during the day and another group composed of students and people from the community will meet on Tuesday evenings. The new Men's Chorus is listed as MUE-121-02 and 121-50 under the Schedule of classes for Spring Semester.

For more information on the Men's Chorus, call Mark Brown, 339-1332.

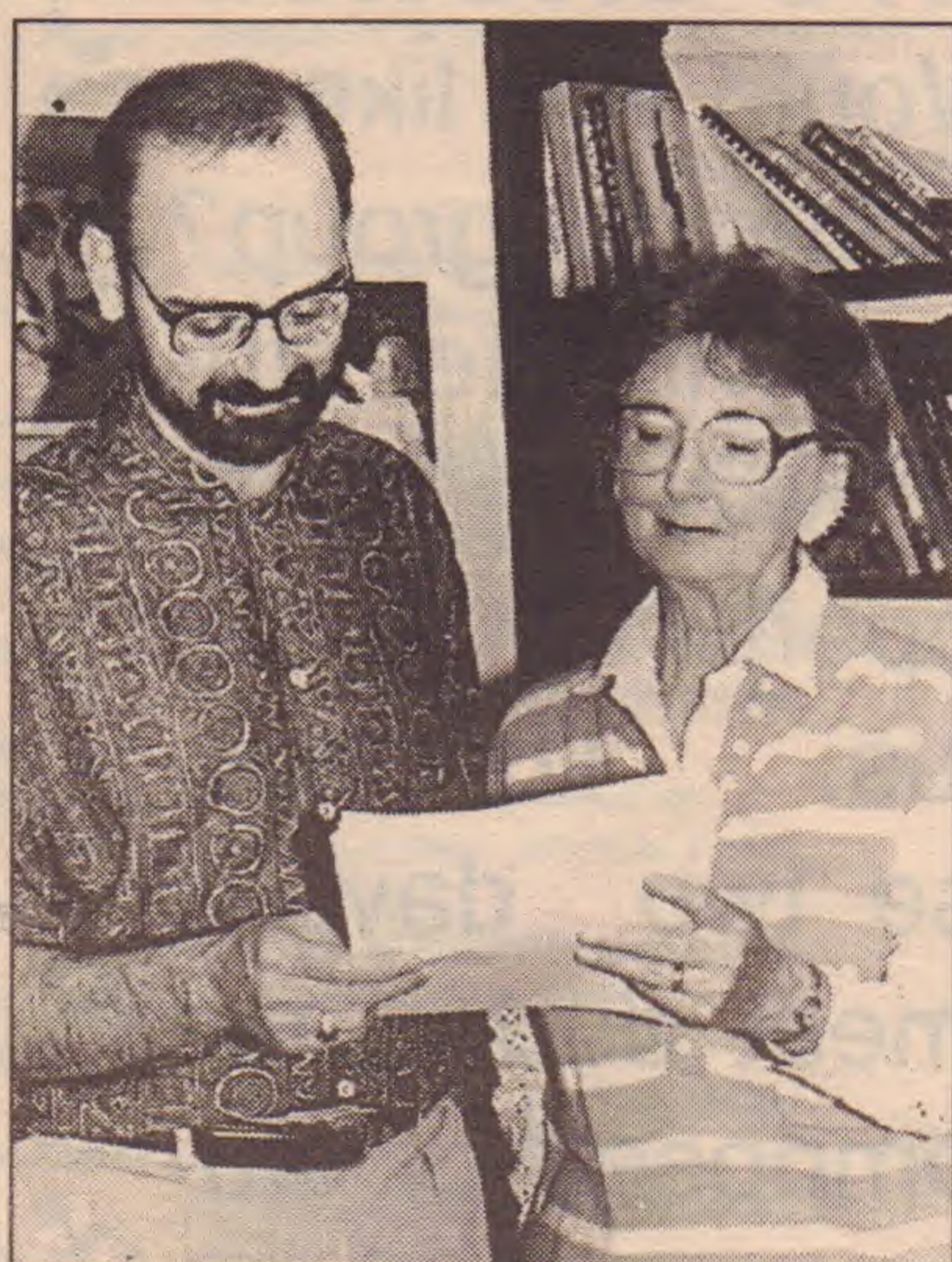
SENIOR ADULT STUDIES



Senior Singers
One of the most popular groups of Senior Adult students at Shelton are the Shelton Senior Singers. This talented group of musicians perform for numerous clubs, schools, and organizations in Tuscaloosa almost weekly. The Shelton Senior Singers are directed by Peggy Thompson.



Many of the Senior Adult students who are enrolled in classes at the Wellness Center already understand the importance of proper nutrition. They attend exercise classes at Shelton in order to stay physically healthy. Shelton's Wellness program is geared to people at all health levels, according to Milady Khoury-Murphy, director of the Center. "We offer four levels of exercise at the Wellness Center," Murphy said.



Aileen Kilgore Henderson wrote her latest book, *THE SUMMER OF THE BONEPILE MONSTER*, while a student in one of Shelton's creative writing classes. This past spring Mrs. Henderson was named the recipient of the prestigious Mildweed Prize for Children's Literature presented annually by the Milkweed editors of Minneapolis, Minnesota.

Anyone who is 60 years of age or older and has a GED or high school degree is eligible to attend Shelton State tuition free. A student signs a tuition scholarship form that is available at the Senior Studies office. When registering, students need to bring a driver's license or suitable ID to prove their age.

Students are required to pay a small instructional fee, currently \$6.00 per credit hour. Students must also pay for any books, materials, or other fees required by certain classes. Senior Adults are eligible to take any course or courses listed on the schedule through the program. Continuing Education classes are not covered. This is the only exception.

For more information on the Senior Studies program, call 391-2388.



Genealogy classes

Another popular course for Senior Adult students at Shelton State is the Genealogy class. This class is offered on Wednesday mornings at 10 a.m. and is taught by R.L. Guffin.

HAPPY HOLIDAYS!

SHELTON'S 1996 SPRING SCHEDULE

SHELTON STATE COMMUNITY COLLEGE

CONTINUING EDUCATION

SPRING PROGRAM 1996

REGISTRATION INFORMATION

For information on Continuing Education classes, call (205) 391-2360. For your convenience, three enrollment options are available: (1) credit payment by telephone, using MasterCard or VISA; (2) payment in person, office # 211 on the Skyland Campus; (3) payment by check or money order made payable to Shelton State Community College and mailed to:

Division of Continuing Education
Shelton State Community College
202 Skyland Boulevard
Tuscaloosa, AL 35405
Attn: June Hollingsworth

Enrollment is not official until payment is received. If your business or organization is paying the registration fee, please copy the requisition form or other information that reflects your request for payment. If the course has been filled at the time the registration form and fee are received, your payment will be returned. Incomplete application forms will not be processed.

CEU POLICY

Continuing Education Units (CEUs) are offered for many of the Continuing Education courses. One CEU is granted for each ten contact hours of class instruction. In order for a participant to qualify for the CEU, he/she must attend at least ninety percent of the classes and display an understanding of the information covered in the course.

CANCELLATION POLICY

Class participants have three working days following the first class meeting to file a written request for a refund. The request should include name, address, telephone number and social security number; a statement regarding the reason for the request; course name and number; instructor's name and class meeting schedule. This deadline will not be extended under any circumstances. All registrations will automatically be refunded for class cancellations due to insufficient enrollment.

COMPUTERS

Customized computer courses specifically designed to meet your needs may be contracted for your business or organization for groups of 14 or more. For more information, contact (205) 391-2360.

CEU 126-01 BASICS FOR DOS & WINDOWS I

Skyland Campus, Room 212 1.5 CEU - 5 sessions Cost: \$75
Instructor: Anthony Flannigan Thurs. Jan. 11 - Feb. 8 2 - 5:15 p.m. Max. 18 students
Preregistration is required by January 4, 1996.

CEU 126-50 BASICS FOR DOS & WINDOWS II

Skyland Campus, Room 212 1.5 CEU - 5 sessions Cost: \$75
Instructor: Jackie Norton Tues. Jan. 23 - Feb. 20 6 - 9:15 p.m. Max. 18 students
Preregistration is required by January 16, 1996.

CEU 126-51 BASICS FOR DOS & WINDOWS III

Skyland Campus, Room 212 1.5 CEU - 5 sessions Cost: \$75
Instructor: Cindy Shrum Thurs. Feb. 8 - Mar. 7 6-9:15 p.m. Max. 18 students
Preregistration is required by February 1, 1996.

Lose your fear of computers with this intro to basic terms and programs. Have fun discovering basic computer terminology and gaining IBM PC familiarity. You will become familiar with hardware and software, and learn basic information regarding DOS & Windows. This course provides a solid foundation for beginning PC users and is encouraged as a prerequisite for other computer classes. Optional Text: WINDOWS 3.1 QUICK START, by Bergerud & Busche. Bring one 3.5" high density disk.

CEU 184-01 PARENT/CHILD BASICS FOR DOS & WINDOWS

15th St. Campus, Building 15 Room 101 .75 CEU - 5 sessions Cost: \$75
Instructor: Eva Lee Plyler Sat. Jan. 13 - Feb. 10 9:30 - 11 a.m. Max. 14 students
You and your child (ten years of age or older) will share an enjoyable computer experience learning the basics. Become familiar with terminology, IBM PC familiarity, hardware & software, and basic DOS & Windows operations. Preregistration is required by January 5, 1996. Parent and child will share the same computer. Handout materials will be provided for the course. Bring one high density 3.5" disk.

CEU 185 ONE DAY COMPUTER SEMINARS

15th St. Campus, Building 15 Room 101 .6 CEU
Instructor: TBA Max. 14 students Cost: \$75 per course 9 a.m. - 4 p.m.
CEU 185-51 Fri. Jan. 12 Basics for DOS & Windows.....Preregister by Jan. 5
CEU 185-52 Fri. Jan. 19 Level I for Microsoft Word.....Preregister by Jan. 12
CEU 185-53 Fri. Jan. 26 Level I for Microsoft ExcelPreregister by Jan. 19
CEU 185-54 Fri. Feb. 2 Level I for WordPerfect 6.0.....Preregister by Jan. 26
CEU 185-55 Fri. Feb. 9 Level I for Lotus 1-2-3Preregister by Feb. 2
CEU 185-56 Fri. Feb. 16 Level II for Microsoft WordPreregister by Feb. 9
CEU 185-57 Fri. Feb. 23 Level II for Microsoft ExcelPreregister by Feb. 16
CEU 185-58 Fri. Mar. 1 Level II for WordPerfect 6.0Preregister by Feb. 23
CEU 185-59 Fri. Mar. 8 Level II for Lotus 1-2-3Preregister by Mar. 1

Each one day seminar is a condensed course in the Windows environment designed for those who do not have the time to invest in a full course but need to develop computer skills or for those who want a refresher course. Handout materials will be provided. Bring one high density 3.5" disk.

CEU 106-01 INTRODUCTION TO WORDPERFECT FOR WINDOWS 6.0

15th St. Campus, Data Processing Room 102 1.8 CEU - 6 sessions Cost: \$75
Instructor: Helen Sides Sat. Jan. 13 - Feb. 17 9-12:15 p.m. Max. 18 students
Learn to use this popular word processing software package in the Windows environment. Topics include basic Windows concepts such as print/print preview, save, open retrieve, cursor movement, date command, editing, selecting text, move/copy, speller/thesaurus/Grammatik, merge, and use of the mouse. Formatting will also be covered including margins, tabs, centering, flush right, underline, bold, justification, line spacing, page numbering, indenting, page breaks, and reveal codes. Preregistration is required by January 5, 1996. Text: WORDPERFECT FOR WINDOWS TUTORIAL & APPLICATIONS, by Mary Alice Eisch. Bring one high density 3.5" disk.

CEU 120-01 INTERMEDIATE WORDPERFECT FOR WINDOWS 6.0

15th St. Campus, Data Processing Room 102 1.8 CEU - 6 sessions Cost: \$75
Instructor: Helen Sides Sat. Mar. 2 - April 20 9-12:15 p.m. Max. 18 students
Prerequisite to this course is Introduction to WordPerfect for Windows 6.0 or the equivalent. Continue to expand your knowledge of WP 6.0 by learning to create macros, tables, labels, form letters, envelopes, sort, use columns, and work with graphics. Learn to use button bars, tables, sort, merge, templates, styles, spreadsheets, and table charts. Discover how to use the outline function and work with directories and files. Preregistration is required by February 23, 1996. Text: WORDPERFECT FOR WINDOWS TUTORIAL & APPLICATIONS, by Mary Alice Eisch. Bring one high density 3.5" disk.

CEU 104-50 INTRO TO LOTUS 1-2-3 RELEASE 5 FOR WINDOWS

15th St. Campus, Data Processing Room 102 1.8 CEU - 6 sessions Cost: \$75
Instructor: Helen Sides Thurs. Jan. 11 - Feb. 15 5:30 - 8:45 p.m. Max. 18 students
In addition to learning the basic terminology, IBM PC familiarity and knowledge of DOS, you will learn Lotus commands and functions. You will develop a level of proficiency in spreadsheet publishing, multiple applications, databases and automating worksheet tasks. This new Lotus 1-2-3 for Windows allows you to simplify many tasks and to use memory more efficiently for faster processing and larger spreadsheets. Preregistration is required by January 4, 1996. Text: PRACTICAL APPROACH TO LOTUS 1-2-3 FOR WINDOWS RELEASE 4/5 COMPLETE COURSE, by Groneman. Bring one high density 3.5" disk.

CEU 158-50 INTERMEDIATE LOTUS 1-2-3 RELEASE 5 FOR WINDOWS

15th St. Campus, Data Processing Room 102 1.8 CEU - 6 sessions Cost: \$75
Instructor: Helen Sides Thurs. Feb. 29 - April 11 5:30 - 8:45 p.m. Max. 18 students
Prerequisite for this class is Introduction to Lotus 1-2-3 or the equivalent. Learn to enter data, save, edit, copy, move data. Database management terminology, commands, use of dates and wild cards in Lotus 1-2-3; sorting of query commands; how to create and print graphs. Learn time saving features such as file combine, file xtract, linking files and creating macros. Preregistration is required by February 22, 1996. Text: PRACTICAL APPROACH TO LOTUS 1-2-3 FOR WINDOWS RELEASE 4/5 COMPLETE COURSE, by Groneman. Bring one high density 3.5" disk.

CEU 128-50 INTRO TO MICROSOFT WORD FOR WINDOWS 6.0

15th St. Campus, Building 15 Room 101 1.8 CEU - 6 sessions
Preregister by December 22, 1995 Cost: \$75
Instructor: Linda Carroll Tues. Jan. 9 - Feb. 13 6 - 9:15 p.m. Max. 14 students

CEU 128-01 INTRO TO MICROSOFT WORD FOR WINDOWS 6.0

Skyland Campus, Room 212 1.8 CEU - 6 sessions Preregister by February 22, 1996
Instructor: TBA Thurs. Feb. 29 - April 11 2-5:15 p.m. Max. 18 stu. Cost: \$75
Word for Windows is the most powerful word processor written by Microsoft for the Windows environment. Topics include opening, closing, saving, previewing, and printing documents; bullets and numbering; fonts; character and paragraph settings; move/copy; search/replace; mouse movement; speller, thesaurus and grammar check; glossaries and macros; document merge; tabs and indents; headers/footers; page numbering; time and date key; document views; selecting text; scroll bars; pagination; shortcut keys, inserting files and graphics. Text: WORD 6 FOR WINDOWS QUICK START, by Suzanne Weixel. Bring one high density 3.5" disk.

CEU 160-50 INTERMEDIATE MICROSOFT WORD FOR WINDOWS 6.0

15th St. Campus, Building 15 Room 101 1.8 CEU - 6 sessions Cost: \$75
 Instructor: Linda Carroll Tues. Mar. 5 - April 16 6-9:15 p.m. Max. 14 students
 Prerequisite for this course is Intro to Microsoft Word for Windows or the equivalent. Learn to use style design, mail merge, graphics, tables, and produce forms. Advanced document management and some desktop publishing will also be included as well as integrating with other Windows applications. Preregistration is required by February 27, 1996. Text: WORD 6 FOR WINDOWS QUICK START, by Suzanne Weixel. Bring one high density 3.5" disk.

CEU 132-50 INTRODUCTION TO MICROSOFT EXCEL FOR WINDOWS 5.0

15th St. Campus, Building 15 Room 101 1.8 CEU - 6 sessions Cost: \$75
 Instructor: Richard Carroll Thurs. Jan. 11 - Feb. 15 6 - 9:15 p.m. Max. 14 stu.
 Microsoft Excel is a powerful spreadsheet program which performs financial, mathematical and logical functions displaying and linking multiple spreadsheets. You will learn to add emphasis to numeric data on the screen and to print documents by adding borders, boxes, shading and more. The class will concentrate on work sheets, working with ranges, using functions, editing, moving & copying data, graphing, project-costing, commands and non-command macros, and linking spreadsheets. Preregistration is required by January 4, 1996. Text: EXCEL 5 FOR WINDOWS STEP BY STEP, by Catapult, Inc. Bring one high density 3.5" disk.

CEU 161-50 INTERMEDIATE MICROSOFT EXCEL FOR WINDOWS 5.0

15th St. Campus, Building 15 Room 101 1.8 CEU - 6 sessions Cost: \$75
 Instructor: Richard Carroll Thurs. Mar. 7 - April 18 6 - 9:15 p.m. Max. 14 students
 Prerequisite for this course is Introduction to Microsoft Excel or the equivalent. Creating charts and sorting data is easy in Excel. Learn to create, modify and format charts; auto-formats, work with graphics, sort data and use Autofilter. Learn to customize your work area, use advanced formula construction, troubleshoot, use multiple file linking, consolidate work-sheets, and use the protest and display options. Preregistration is required by February 29, 1996. Text: EXCEL 5 FOR WINDOWS STEP BY STEP, by Catapult, Inc. Bring one high density 3.5" disk.

CEU 129-50 INTRO TO MICROSOFT WORKS FOR WINDOWS

Skyland Campus, Room 212 1.8 CEU - 6 sessions Cost: \$75
 Instructor: Cindy Shrum Tues. Mar. 5 - April 16 6-9:15 p.m. Max. 18 students
 This class will provide instruction in the three major functions of this program including word processing, database management and spreadsheet. In word processing learn to create, load, save, print, edit and format documents, using footnotes and other functions. The database and spreadsheet instruction includes creating, loading, saving, sorting, searching, querying, reporting and printing from databases and spreadsheets. Preregistration is required by February 27, 1996. Text: USING MICROSOFT WORKS 3 FOR WINDOWS by Debbie Walkowski and George R. Beinhorn. Bring one 3.5" high density disk.

CEU 162-50 INTRODUCTION TO POWERPOINT VERSION 4.0

15th St. Campus, Building 15 Room 101 1.2 CEU - 4 sessions Cost: \$75
 Instructor: Steve Danford Wed. Mar. 13 - April 10 6-9:15 p.m. Max. 14 stu.
 Prerequisites for this course include knowledge of Windows and word processing. Powerpoint is an excellent presentation package that includes drawing, graphics and word processing capabilities. Learn to create and enhance presentations. Preregistration is required by March 6, 1996. Text: MICROSOFT POWERPOINT 4 FOR WINDOWS, by Shelly Cashman. Bring one high density 3.5" disk.

CEU 173-50 INTRODUCTION TO ACCESS

15th Street Campus, Building 15 Room 101 1.2 CEU - 4 sessions Cost: \$75
 Instructor: Steve Danford Wed. Feb. 7 - Feb. 28 6-9:15 p.m. Max. 14 stu.
 Prerequisite for this course is knowledge of Windows and word processing. Discover this database management system for the Windows environment. Learn to use tables, finding, editing, query, and macros, develop the form specifically designed to meet your report needs. Preregistration is required by January 31, 1996. Text: ACCESS 2.0 FOR WINDOWS, by Boyd & Fraser. Bring one high density 3.5" disk.

CEU 151-01 KEYBOARDING

Skyland Campus, Room 212 1.8 CEU 6 sessions Cost: \$75
 Instructor: Eva Lee Plyler Sat. Feb. 17 - Mar. 23 9-12:15 p.m. Max. 18 students
 Learn to use a keyboard to prepare for data/word processing machines and computers. If you have never had any keyboard or typing training and need to learn in a short period of time, this course is for you. Alphabetic keys, numbers, common symbols will be covered. Drills and exercises will be utilized to give students speed and accuracy. This course will help you to learn the touch system. Preregistration is required by February 9, 1996.

CEU 174-50 ASSEMBLE, UPGRADE, MAINTAIN & TROUBLESHOOT YOUR PC

15th Street Campus, Building 1 Room 111 1.8 CEU 6 sessions Cost: \$85
 Instructor: Anthony Flannigan Tues. Jan. 16 - Feb. 20 6 - 9:15 p.m. Max. 15 stu.
 This course demonstrates inexpensive and painless methods for reviving your old, out-of-date PC. Clear, concise instructions will be provided making the upgrade and repair of your system fun and easy. For anyone wishing to own their first computer, this course will allow you to save money and get to know your PC first hand. This course is a must for anyone wishing to truly understand and own a PC. Preregistration is required by January 9, 1996. Text: UPGRADING AND FIXING PC'S FOR DUMMIES, by Rathbon.

CEU 175-50 MODERN OFFICE INTEGRATION

15th St. Campus, Building 1 Room 111 1.8 CEU 6 sessions Cost: \$85
 Instructor: Anthony Flannigan Tues. Mar. 12 - April 23 6-9:15 p.m. Max. 15 stu.
 This hands-on course demonstrates how to assemble high powered network servers and low-cost work stations. Disk storage, tape back-up, network topology, printers, print sharing devices, faxes, modems, e-mail, barcode, scanners, and more discussed. No text is required, all materials provided. Preregistration is required by March 5, 1996.

CEU 186-50 HOW TO PURCHASE A COMPUTER

15th St. Campus, Building 1 Room 111 Instructor: Anthony Flannigan
 Tues. Feb. 27 & Mar. 5 6-8 p.m. Cost: \$40 Preregister by Feb. 20
 CEU 186-51 Thurs. April 4 & 11 2-4 p.m. Cost: \$40 Preregister by Mar. 26
 15th St. Campus, Building 1 Room 111 Instructor: Anthony Flannigan
 This course will provide the participant with valuable information for purchasing a computer to meet your current needs. Expendability for future needs is also an important consideration in computer purchasing. Bring your questions and gather important information to assist in wise decision making that will save you money. Handout materials will be provided.

PROFESSIONAL DEVELOPMENT**ZENGER-MILLER : SUPERVISION AND LEADERSHIP SKILLS SEMINARS**

The Center for Advanced Productivity is proud to present the Zenger-Miller Training - a leadership development training program for managers and supervisors. Zenger-Miller, Inc. is internationally recognized as a leader of skills training programs and services. Over 2000 private and public organizations have implemented Zenger-Miller systems, including half of the Fortune 500. Frontline Leadership: Your Role and the Basic Principles is a prerequisite for all the remaining classes. Those who attend for all six classes will receive a certificate at the conclusion of the courses.

CEU 142-50 Zenger Miller FRONT LINE LEADERSHIP:**YOUR ROLE AND THE BASIC PRINCIPLES**

15th St. Campus, Victor Poole Learning Center Room 103
 Instructor: TBA Max. 15 students Cost: \$75 All 6 courses - \$400
 Tues. Jan. 23 5:30 - 9:30 p.m. Preregister by January 6, 1996
 Tues. Feb. 13 5:30 - 9:30 p.m. Preregister by February 6, 1996

This course gives an overview of the expanding role of supervisors and managers and why the need for their personal skill development has never been greater. It also overviews the Frontline Leadership program and covers the Basic Principles of maintaining positive work relationships. The principles taught in this course are the building blocks for all other frontline leadership training. Text: A sixteen dollar text is provided in the cost of the course.

CEU 143-50 Zenger Miller GIVING CONSTRUCTIVE FEEDBACK

15th St. Campus, Victor Poole Learning Center Room 103
 Instructor: TBA Max. 15 students Cost: \$75 All 6 courses - \$400
 Tues. Jan. 30 5:30 - 9:30 p.m. Preregister by January 23, 1996
 Develop your skill at delivering objective, honest feedback in a coherent fashion that will be relevant and useful to employees. Text: A sixteen dollar text is provided in the cost of the course.

CEU 144-50 Zenger Miller GETTING GOOD INFORMATION FROM OTHERS

15th St. Campus, Victor Poole Learning Center Room 103
 Instructor: TBA Max. 15 students Cost: \$75 All 6 courses - \$400
 Tues. Feb. 6 5:30 - 9:30 p.m. Preregister by January 30, 1996
 Become familiar with and learn to apply key actions and techniques associated with obtaining good information from others. Learn to plan appropriately for gathering in-depth information that impacts decision making. Text: A sixteen dollar text is provided in the cost of the course.

CEU 145-50 Zenger Miller GETTING YOUR IDEAS ACROSS

15th St. Campus, Victor Poole Learning Center Room 103
 Instructor: TBA Max. 15 students Cost: \$75 All 6 courses - \$400
 Tues. Feb. 20 5:30 - 9:30 p.m. Preregister by February 13, 1996
 This course provides skills that are particularly helpful for explaining tough decisions or complicated, possibly unpopular ideas. Text: A sixteen dollar text is provided in the cost of the course.

CEU 146-50 Zenger Miller DEALING WITH EMOTIONAL BEHAVIOR

15th St. Campus, Victor Poole Learning Center Room 103
 Instructor: TBA Max. 15 students Cost: \$75 All 6 courses - \$400
 Tues. Feb. 27 5:30 - 9:30 p.m. Preregister by February 20, 1996
 Learn to focus on ways to defuse non-constructive emotional behavior in work situations and how to refocus energies toward positive, productive solutions to issues. Learn to recognize and deal with the anger and frustration of upset employees (as well as your own anger). Text: A sixteen dollar text is provided in the cost of the course.

CEU 147-50 Zenger Miller RECOGNIZING POSITIVE RESULTS

15th Street Campus, Victor Poole Learning Center Room 103
 Instructor: TBA Max. 15 students Cost: \$75 All 6 courses - \$400
 Tues. Mar. 5 5:30 - 9:30 p.m. Preregister by February 27, 1996
 Build skills beyond giving basic feedback, by incorporating the motivating element of personal appreciation for a job well done. Become familiar with and learn to apply key actions and techniques designed to increase effectiveness. Text: A sixteen dollar text is provided in the cost of the course.

HAPPY HOLIDAYS!

SHELTON'S 1996 SPRING SCHEDULE

CHILD DEVELOPMENT CERTIFICATE PROGRAM - 26 semester hours

This program is designed to prepare students for employment in preschool programs. Emphasis is placed on developing competency in guiding the experience of preschool children. Graduates may be employed as teacher assistants in public kindergartens, as teachers, or directors in private preschool programs. Required courses for this program include: Introduction to Child Care; Principles of Child Growth & Development; Creative Experiences for the Preschool Child; Children's Literature and Language Development; Methods & Materials of Teaching Preschool Children; Health, Safety and Nutrition for the Young Child; Program Planning for Young Children; and Supervised Practical Experiences.

CHD 106-50 HEALTH & SAFETY FOR THE YOUNG CHILD

Skyland Campus, Room 223 3 credit hours

Instructor: Jan Laird Tues. Jan. 2 - April 23 5:30 - 8:30 p.m. Cost: \$130.50

This course emphasizes setting up and maintaining a safe, healthy environment for young children. Topics covered are nutritional needs, communicable diseases and illnesses and safety procedures for young children. Preregistration is required by December 22, 1995. Text: THE HEALTHY CHILD by Edelstein.

CHD 109-50 INFANT & TODDLER PROGRAMS

Skyland Campus, Room 216 3 credit hours

Instructor: Sherry Kirksey Mon. Jan 8 - April 29 5:30 - 8:30 p.m. Cost: \$130.50

This course is a survey of the development of children from infancy to thirty months of age with emphasis on planning programs using materials developmentally appropriate for this age child. Preregistration is required by December 22, 1995. Text: INFANTS AND TODDLERS: CURRICULUM AND TEACHING, 3rd Edition by LaVisa Cam Wilson.

CHD 205-50 PROGRAM PLANNING FOR YOUNG CHILDREN

Skyland Campus, Room 223 3 credit hours

Instructor: Jan Laird Thurs. Jan. 4 - April 25 5:30 - 8:30 p.m. Cost: \$130.50

Prerequisite for this course is CHD 104. This course is designed to give students practice in lesson and unity planning, writing behavioral objectives and evaluating activities taught to young children. Examinations of various kinds of programs and curriculums will be studied. Scheduled observation and participation with children will be required. Text: TOTAL LEARNING, 4th Edition by JoAnn Headrick. Preregistration is required by December 22, 1995.

REAL ESTATE CONTINUING EDUCATION

Skyland Campus, Room 407 Instructor: TBA 6-9 p.m.

CEU 111-50 AGENCY DISCLOSURE April 2 Cost: \$25 Preregister by Mar. 25

CEU 111-51 AGENCY DISCLOSURE May 2 Cost: \$25 Preregister by April 25

CEU 113-50 LICENSE LAW April 9 Cost: \$25 Preregister by April 2

CEU 181-50 HANDLING TRUST FUNDS April 16 Cost: \$25 Preregister by April 9

CEU 181-51 HANDLING TRUST FUNDS May 9 Cost: \$25 Preregister by May 2

CEU 182-50 FAIR HOUSING April 23 Cost: \$25 Preregister by April 16

CEU 183-50 REAL ESTATE FINANCIAL MATH

Skyland Campus, Room 407 Instructor: TBA Tues. April 30 6-9 p.m. Cost: \$75

This three hour course focuses on presenting the financial information necessary to make decisions when buying or selling a home. It utilizes the power and simplicity of the Texas Instruments BA Real Estate calculator designed specifically for the real estate professional. The information is then transferred onto easily understood forms to help buyers and sellers make decisions. One will develop confidence in providing buyers and sellers financial information to assist them in making sound decisions. A \$40 Texas Instrument calculator is included in the cost of this course. Preregistration is required by April 23, 1996.

CEU 119-50 30 HOUR POST LICENSE

15th St. Campus, Building 15 Annex Instructor: Charles Storey 8 sessions Cost: \$175
Mon/Tue/Thur. Feb. 12, 13, 15, 19, 20, 22 5:30 - 9:30 p.m.
Feb. 26, 27 5:30 - 8:30 p.m.

This course is required for newly licensed agents within six (6) months of license. It is necessary that you have your license number and be associated with a broker to enroll in this class. Preregistration is required by February 5, 1996. The text is provided in the cost of the course.

CEU 166-50 PROFESSIONAL BUSINESS COMMUNICATIONS

Skyland Campus, Room 301 .6 CEU - 4 sessions

Instructor: Kathleen Buchanan Tues. Jan. 23 - Feb. 13 6:30 - 9 p.m. Cost: \$98

Fine-tune your business communications technique for clarity, courtesy, and concision. Highlight goals, standards, styles, and forms for professional communications including internal and external letters, reports, memorandums, e-mail, voice mail, formal and informal presentations, etc. Learn quick ways to boost your writing and speaking authority, plus easy tips for avoiding the most common communications errors. Address the impact of EEOC legislation on writing in the 90's workplace, including revision of gender exclusive language as a means to reduce professional exposure and convey a more progressive corporate image. "A must for independent business people, proactive managers, and extrospective executives." Preregistration is required by January 16, 1996. Text: HOW 7 (Seventh Edition), copyright 1995.

NURSING CONTINUING EDUCATION - Topic to be announced

Contact the office of continuing education for more information.

CEU 131-50 BEGINNING CONVERSATIONAL GERMAN

Skyland Campus, Room 231 1.8 CEU - 9 sessions

Instructor: Steve Johnson Mon. Jan. 8 - Mar. 4 6:30 - 8:45 p.m. Cost: \$59

Join us for nine sessions of basic instruction to learn useful expressions and phrases and absorb information about the culture of countries where German is spoken. German pronunciation, alphabet and vocabulary are presented in lessons regarding business, restaurants, the home, at the bank, shopping, and more. Preregistration is required by December 22, 1996. Text: COMMUNICATING IN GERMAN: NOVICE - ELEMENTARY LEVEL, by Lois Feuerle and Conrad J. Schmitt.

CEU 155-50 INTERMEDIATE CONVERSATIONAL GERMAN

Skyland Campus, Room 231 1.6 CEU - 9 sessions

Instructor: Steve Johnson Mon. Mar. 11 - May 13 6:30 - 8:45 p.m. Cost: \$59

Beginning Conversational German or the equivalent is a prerequisite for this course that builds upon the basic knowledge obtained in the beginning course. Vocabulary and grammar are expanded for travel, reading comprehension, and conversational ability. This course may be of interest to people with some previous knowledge of the German language. Preregistration is required by March 4, 1996. Text: COMMUNICATING IN GERMAN: NOVICE - INTERMEDIATE LEVEL, by Lois Feuerle & Conrad Schmitt.

CEU 178-50 BASICS IN SPRING FLORAL DESIGN

15th St. Campus, Victor Poole Learning Ctr. Auditorium 1.2 CEU - 6 sessions

Instructor: Randy Howell Tues. Jan. 23 - Feb. 27 6 - 8:15 p.m. Max. 25 stu. Cost: \$55

This course will teach you basic principles in floral design including balance, stability, proportion, rhythm, and harmony as well as the elements of line, form, and texture. Information regarding containers, conditioning, and handling will assist in the development of outstanding technique in floral design. The first class will be an informational demonstration. In each remaining session, participants will receive guidance in the design of their own floral creation. All supplies for the class are in addition to the cost of the course. Preregistration is required by January 16, 1996.

CEU 125-50 INTERMEDIATE FLORAL DESIGN

15th St. Campus, Victor Poole Learning Ctr. Auditorium 1.2 CEU - 6 sessions

Instructor: Randy Howell Tues. Mar. 12 - April 23 6-8:15 p.m. Max. 25 stu. Cost: \$55

Prerequisite for this course is Basics in Floral Design. Continue in the development of outstanding technique in floral design. Concentration will be placed on further development of the fundamentals, flower and leaf form, designs, balance, and symmetry. Your skill will be increased and you will produce marvelous decorating results. Classes include observation and hands-on experience in decorating with floral techniques. Register early to assure your place in this class. Preregistration is required by March 5, 1996.

CEU 134-50 SPEED READING

Skyland Campus, Room 134 Instructor: Dr. Charlene True .6 CEU - 6 sessions

Mon./Wed. Feb. 19 - Mar. 6 5:50 - 6:50 p.m. Cost: \$55

Develop skills to increase your reading speed and improve your comprehension, vocabulary and self confidence. Learn to overcome sub-vocalization, expand your span of vision and direct the flow of visual attention. Home study and practice enhance this course. Preregistration is required by February 12, 1996.

CEU 130-50 BEGINNING SIGN LANGUAGE

Skyland Campus, Room 227 Instructor: Kay Perry 1.6 CEU - 8 sessions

Mon. Jan. 22 - Mar. 11 6:00 - 8:15 p.m. Cost: \$59

This sign language series offers you the opportunity to learn to communicate in the language used by America's 4 million hearing impaired persons. The beginning conversational class introduces you to finger spelling, vocabulary, and fluency through hand shapes, facial expressions, body language and mime in addition to providing a taste of deaf culture. Students should complete this class with receptive and expressive practical elementary communication skills of Sign Language Continuum. Preregistration is required by January 15, 1996. Text: THE JOY OF SIGNING, by L. Riekehof

CEU 156-50 INTERMEDIATE SIGN LANGUAGE

Skyland Campus, Room 227 Instructor: Vickie Brown 1.6 CEU - 8 sessions

Mon. April 1 - May 20 6-8:15 p.m. Cost: \$59

Prerequisite for this course is a beginning sign language class. This class will continue to develop finger spelling, expand vocabulary, and increase the fluency and confidence in communication and translation. Preregistration is required by March 25, 1996. Text: THE JOY OF SIGNING, by L. Riekehof.

CEU 163-50 INTRODUCTION TO COSTUME JEWELRY DESIGN & REPAIR

15th St. Campus, Building 1 Room 204 1.2 CEU - 6 sessions

Instructor: Ilene Combs Blanco Mon. Feb. 5 - Mar. 11 6:30 - 8:45 p.m. Cost: \$55

This beginning jewelry design and repair course includes construction and repair techniques for dangling and hoop earrings, stringing techniques for bracelets and necklaces, and applications for jewelry trade techniques. We will not cover sautering or more specialized styles of design, but you will be taught the skills necessary to create and repair an endless array of jewelry! Preregistration is required by January 22, 1996. Text: FLASH JEWELRY MAKING AND REPAIR TECHNIQUES, by Therese Spears. A supply list is provided upon registration for the course.

MONEY MANAGEMENT

CEU 172-50 FINANCIAL PLANNING & MONEY MANAGEMENT

15th St. Campus, Building 1 Room 204 .5 CEU - 4 sessions
 Instructor: Paul Ray Tue./Thur. April 23 - May 2 6-7:45 p.m. Cost: \$59
 Learn to build a stable foundation for financial independence by putting your dollars to work for you. This course will teach you effective ways to take advantage of your earning years, reduce taxes, save and invest more, structure your investments, reduce insurance costs, and retire financially secure. Topics include investing - the road to success, goal setting, planning for emergencies, insurance coverage, retirement planning, income tax planning, estate planning and education planning. Also included is information regarding market funds, stocks & bonds, and other investments. Preregistration is required by March 26, 1996. The text is provided in the course cost.

YOUTH PROGRAMS

CEU 167-01 PREPARING FOR THE A.C.T.

Skyland Campus, Room 206
 English Instructor: Kathleen Buchanan Math Instructor: David Dodd
 Sat. Jan. 13 - Feb. 10 9-12 noon 25 Max. students 1.5 CEU - 5 sessions Cost: \$60
 Gain self-confidence and eliminate test-taking weaknesses in this intensive review of English and mathematics in preparation for the A.C.T. Preregistration is required by January 5, 1996. Mandatory Text: HOW TO PREPARE FOR THE ACT, by Ehrenhaft, Leahrman, Obrecht, & Mundsack.

CEU 179-50 SECONDARY MATH TUTORING

15th Street Campus, Building 1 Rooms 102 & 109
 Instructors: Stephanie Joyner, Kim Wright, Pam Wilemon Cost: \$200 per 9 wk. session
 179-50 - 6:00 - 7:00 p.m. Session I: Tue/Thur. Jan. 9 - Mar. 7
 179-51 - 7:15 - 8:15 p.m. Session I: Tue/Thur. Jan. 9 - Mar. 7
 175-52 - 6:00 - 7:00 p.m. Session II: Tue/Thur. Mar. 12 - May 9
 179-53 - 7:15 - 8:15 p.m. Session II: Tue/Thur. Mar. 12 - May 9
 Having problems with math? Tutoring may be the solution to the problem. A maximum of four students will be served in tutoring one hour per class two times a week for a total of eighteen (18) hours of instruction in the areas of general math, algebra I, algebra II, and geometry. Preregistration is required by December 22 for Session I or March 5 for Session II. Since only a few students may be served through this program, early registration is necessary to assure space availability.

PERSONAL INTEREST DEVELOPMENT

CEU 123-50 BASICS FOR INTERIOR DECORATING

15th St. Campus, Building 1 Room 111 1.6 CEU - 8 sessions Cost: \$59
 Instructor: Shea Carpenter Thurs. Jan. 11 - Feb. 29 6 - 8:15 p.m. Max. 20 stu.
 This class is designed to provide information and guidance in the decoration of your home with basic decorating techniques including style, color and design. Floor and wall coverings, window treatments, lighting, and accenting of your rooms are among the topics included in the course. Participants will be involved in a decorating project of a three bedroom / two bath home, including the selection of all colors, floor and wall coverings, appliances, fixtures, etc. Preregistration is required by January 4, 1996.

CEU 153-50 HANDS-ON APPROACH TO INTERIOR DECORATING

15th St. Campus, Building 1 Room 111 1.2 CEU - 6 sessions Cost: \$59
 Instructor: Shea Carpenter Thurs. Mar. 14 - April 25 6 - 8:15 p.m. Max. 20 stu.
 If you are a "do-it-yourself" person, this class is for you! Learn the art of wallpaper hanging, wall preparation, basic painting techniques for your home, the do's and don'ts of wallpapering and painting and trouble-shooting. This class will prepare you to do the work, purchase needed supplies and get the job done. A \$10 fee is charged for supplies for this course. Preregistration is required by March 7, 1996.

CEU 122-50 BEGINNING WATERCOLOR PAINTING

Skyland Campus, Room 134 1.4 CEU - 7 sessions
 Instructor: John Tilley Thurs. Jan. 18 - Feb. 29 6:30 - 8:45 p.m. Cost: \$59
 This course will familiarize students with the basic materials and techniques used in watercolor painting. A series of structured exercises will develop manual, perceptual, and expressive skills in techniques for seascapes, landscapes, rustic scenes and florals. A supply list is provided upon registration for the class. Preregistration is required by January 4, 1996.

CEU 157-50 INTERMEDIATE WATERCOLOR PAINTING

Skyland Campus, Room 134 1.4 CEU - 7 sessions
 Instructor: John Tilley Thurs. Mar. 14 - May 2 6:30 - 8:45 p.m. Cost: \$59
 The technique of watercolor painting will be continued as the participants more clearly define their style through seascape, landscape, rustic scenes, floral and still life paintings. Participants will only need to replenish used supplies. Beginning Watercolor Painting or the equivalent is a prerequisite for this course. Preregistration is required by February 29, 1996.

CEU 124-50 BEGINNING PHOTOGRAPHY

15th St. Campus, Building 1 Room 111 6 sessions
 Instructor: Dennis Hall Mon. Feb. 12 - Mar. 18 6 - 8:15 p.m. Cost: \$55
 You will be introduced to photography including analysis and discussion of photographic

equipment and techniques, cameras, lenses, films, filters, light meters, and artificial light sources. Develop your basic technique, visual skills and gain confidence in your photographic ability. Preregistration is required by February 5, 1996.

CEU 103-50 COUNTRY/WESTERN LINE DANCE

Skyland Campus, Room 407 6 sessions
 Instructor: Alice Hagler Tues. Feb. 13 - Mar. 19 7-8:30 p.m. Cost: \$30
 Fill up your dance card. Come join the fun and music while learning the Smooth, Boot Scootin' Boogie, Tush Push, Stray Cat Strut, J-Walk, Baby Rock-It, Watermelon Crawl, Elvis Rock, and Sliding Home. Preregistration is required by February 5, 1996.

CEU 170-50 SOCIAL DANCE

Skyland Campus, Room 406 10 sessions
 Instructor: Michelle Johnson Mon. Feb. 5 - April 15 7-8 p.m. Cost: \$49
 Ten basic dances will be taught during this course to include Fox Trot, Waltz, East Coast Swing, Rumba, Cha-Cha, Tango, Slow Rock, and Hustle. A variety of musical selections ranging from classical to country/western will be used to accompany the learning of steps. Preregistration is required by January 29, 1996.

CEU 168-50 BEGINNING CERAMICS

Inca's Ceramics 3615 University Blvd. E. 6 sessions
 Instructor: Shirley Morris Mon. Feb. 5 - Mar. 11 6 - 8:15 p.m. Cost: \$55
 This course will teach the ceramics techniques including cleaning greenware, majolica, one strokes, dry brush, graze, and lladro. Cleaning supplies, glazes, brushes, and greenware supplies must be purchased in addition to the cost of the course. A complete supply list will be provided upon registration. Preregistration is required by January 22, 1996.

Name _____ Sex _____

Address _____

City _____ State _____ Zip _____

Phone : Home: _____ Work: _____

Social Security # _____

Birth Date _____

Drivers License # and State _____

MasterCard # _____ EXD _____

VISA# _____ EXD _____

Class/es desired _____

Amount enclosed _____



MERRY CHRISTMAS FROM THE FREDD CAMPUS

The merger between Shelton State Community College and Fredd State Technical College was completed in August 1994. As the newest member of the Shelton family, the C.A. Fredd Campus has undergone a number of changes over the past few years.

A few of these renovations include:

- * Installed central air and heating for all technical shops and classrooms.
- * Renovated Small Engine shop.
- * Upgraded the Electronics program.
- * Added new roofing where needed.
- * Added new lighting and security on campus.
- * Installed new telephone system.
- * Constructed two additional student parking areas along with access and regress roads.
- * Upgraded lighting, including the parking areas. Over 600 light bulbs were placed in fixtures previously not in use.
- * Renovated two rooms for a new library on campus.
- * Upgraded outside electrical power supply.
- * Renovated Electrical Shop.
- * Added three new instructional programs on the Fredd Campus, Commercial Art, Lawn and Turf Management, and Respiratory Therapy.
- * Offered general education courses on the Fredd Campus.
- * Eliminated two instructional programs, upholstery and plumbing, because of low enrollment.
- * Received SACS Reaffirmation of Accreditation and Substantive Change Approval.
- * Purchased new equipment for the Graphics and Printing department.
- * Implemented industrial training programs on the campus.
- * Upgraded classrooms and campus facilities.
- * Acquired new equipment for Food Service operations.

THE CENTER FOR ADVANCED PRODUCTIVITY NOW OFFERS INDUSTRIAL MAINTENANCE TECHNOLOGY PROGRAM

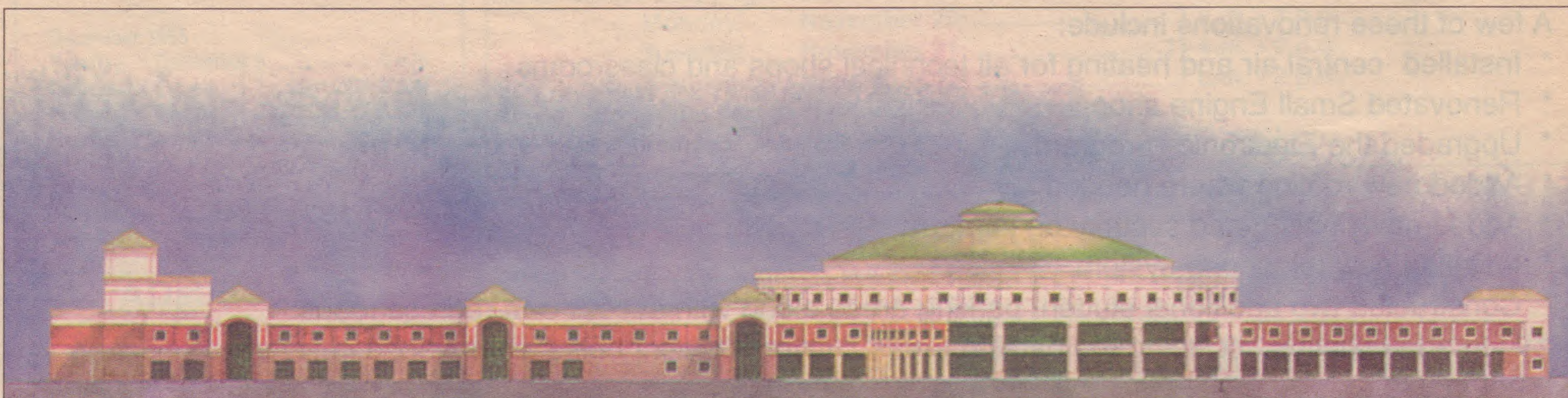
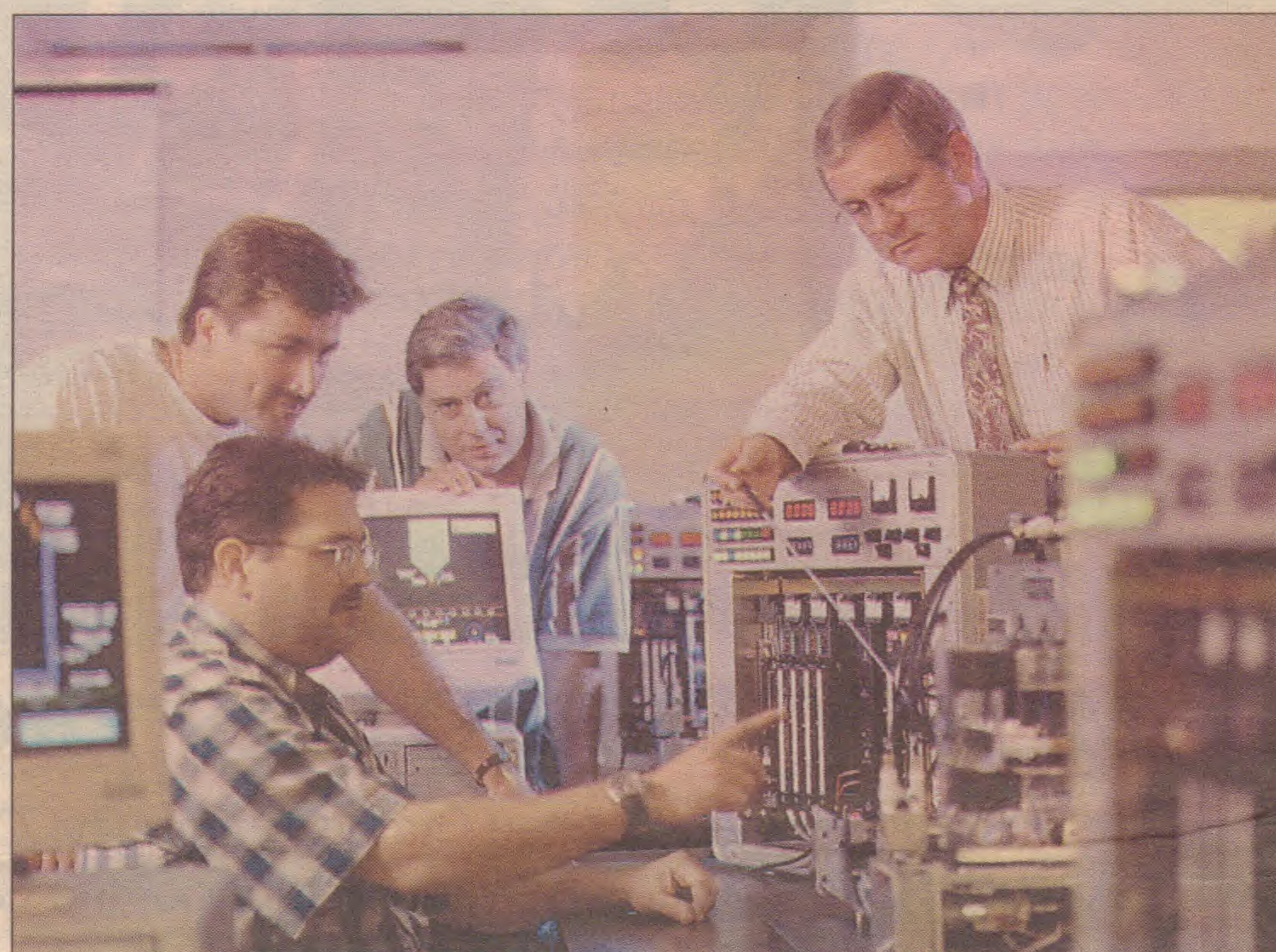
The Center for Advanced Productivity (CAP) has developed an exclusive program for Alabama industry. Industrial Maintenance Technology (IMT) is a selection of courses needed by plant maintenance personnel to enhance existing skills or to support multi skilled and cross-training programs. Industrial Maintenance Technology courses are open only to company- sponsored personnel.

Course structure and content have been carefully assembled through the suggestions of an advisory committee consisting of members from West Alabama industries. The Center for Advanced Productivity can also design courses to meet company specifications. Industrial Maintenance Technology labs are equipped with state-of-the-art training equipment, and "hands- on" training is maximized in all courses. All classes are taught by instructors with field experience.

FOR MORE INFORMATION, CONTACT YOUR EMPLOYER.

AVAILABLE IMT COURSES

- | | |
|--|-------------------------------|
| * Math for Industrial Technicians | * Statistical Process Control |
| * Precision Measurement | * Leadership |
| * Geometric Dimensioning and Tolerances | * Supervision |
| * Blueprint Reading | * Interpersonal Skills |
| * Fundamentals of Pipefitting & Welding | * Diversity |
| * Principles of Industrial Hydraulics | * Quality |
| * Applied Principles of Industrial Pneumatics | ISO 9000 |
| * Fundamentals of Industrial Electricity | Baldrige |
| * Industrial Electrical Control | TQM |
| * Introduction to Programmable Controllers | * Entrepreneurship |
| * Applied Principles of Programmable Controllers (SLC-150, SLC-500, PLC-5) | |



HAPPY NEW YEAR – 1996! SHELTON PREPARES TO MOVE.

During the Spring of 1996, the First Phase of Shelton State's new campus will be completed. Most of the college's computer classes, technical programs, the Center for Advanced Productivity, and classes offered at the Wellness Center will move during April and May 1996. Summer classes for these programs will be offered on the new campus.

We are excited about our new campus. With our new facilities, Shelton State Community College will be better able to serve the people of West Alabama. However, we hope that our students and others from this community will bear with us during this transitional period.

If you have any questions concerning Shelton State and the move to the new campus, please contact Shelton State's Public Relations office, 391-2221.

NEW TIME. NEW WORLD. NEW SHELTON.